

**CLASS TITLE: FURLOUGH COORDINATOR**

**Class Code: 02827900**

**Pay Grade: 36A**

**EO : B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the coordination and supervision of the Furlough Program within the Adult Correctional Institutions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for results attained and for conformance to laws, rules and regulations.

**SUPERVISION EXERCISED:** Supervises and reviews the work of professional and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the coordination and supervision of the Furlough Program within the Adult Correctional Institutions.

To develop and implement a program of instruction for inmates and correctional personnel relative to the furlough process.

To conduct furlough investigations for the Furlough Board.

To receive and review furlough applications to determine inmate eligibility.

To provide counseling and guidance to inmates filling out furlough applications and to those inmates found ineligible.

To notify correctional personnel responsible for the release and admittance of inmates participating in the program.

To contact police departments and other law enforcement agencies to inform them of inmates participating in the Furlough Program.

To conduct spot checks of the residence of inmates on furlough and to report any violations, and prepare disciplinary charge sheets when appropriate.

To assist in the apprehension and return of inmates in violation of furlough laws and related rules and regulations.

To present to the Director requests for emergency furloughs and as required, handling emergency furlough requests in the absence of the Director.

To maintain a current file of the cumulative number of furlough days used during each six-month period by an inmate and to include such information on the investigative report.

To keep records and prepare monthly reports to the Director, as well as recommendations for the improvement of the Furlough Program.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the provisions of laws relating to the state's Furlough Program; a working knowledge of the principles, practices and techniques involved in a furlough program; the ability to develop and implement an effective program of instruction for inmates and correctional personnel; the ability to conduct furlough investigations of applications

submitted by inmates; the ability to counsel and guide inmates; the ability to keep records and prepare reports; the ability to supervise the work of others engaged in the furlough program; the ability to maintain effective working relationships with correctional personnel, superiors, law enforcement agencies and the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in counseling, sociology or psychology; and

Experience: Such as may have been gained through: considerable employment in a supervisory position in the area of corrections, human services or law enforcement.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 8, 1987

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